

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – Accounting Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADAS3-510063-2015	Administrative Assistant III (Senior Bookkeeper)	9	Php 21,211	<b>Education:</b> Completion of two-year studies in college or High School graduate with relevant vocational/trade course <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> CS Sub-Professional/ First Level Eligibility

End User’s Preference:

- Education:** Preferably a graduate of Business Administration  
**Experience:** 1 year of relevant experience preferably in accounting/auditing  
**Training:** 4 hours of relevant training preferably accounting-related  
**Eligibility:** Career Service (CS) Sub-Professional/ First Level Eligibility

Job Description:

1. Index all Disbursement Vouchers and Payroll;
2. Stamp PAID on Disbursement Vouchers/Liquidation Reports and file prior to submission to the Commission on Audit
3. Assist in the reconciliation of Inventory Reports;
  - a. coordinate with GSD on Inventory Reports of PPE and Supplies;
  - b. represent accounting in the actual inventory of PPE and Supplies;
  - c. prepare/update Property, Plant and Equipment and Supplies Ledger Cards; and
4. Perform other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:


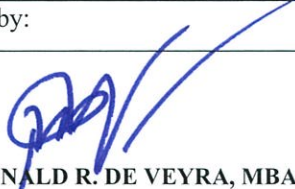
1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Any Proof of eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List or other sites as may be applicable);
4. Copy of valid NBI Clearance
5. Photocopy of Diploma in any relevant Bachelor's Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
6. Latest Performance Rating available (applicable for government employees only);
7. Certificates of trainings attended
8. Latest copy of Appointment Paper, Service Record and Certificate of Employment. (FDA employees and Contract of Service (COS) personnel are not required to submit this document)

**Notes:**

1. Applicants may also hand in or send through courier their application at Food and Drug Administration - Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntinlupa City;
2. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 5 and 6 the soonest time, in case of appointment to the position applied for;
3. Applicants are only limited to apply for up to two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
4. Applications with incomplete documents shall not be entertained.

*\*Online submission of applications is now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 07 SEP 2023  
**Deadline of Submission:** 17 SEP 2023

Prepared by:	Approved by:
 JULIE L. ALVARES, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management